

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. NL10938		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other			3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO FL		5. Duty Station ORLANDO, FL		6. OPM Certification No.			
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests			9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input checked="" type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>		13. Competitive Level Code 0988			
14. Agency Use					15. Classified/Graded by			Official Title of Position		Pay Plan		
a. U.S. Office of Personnel Management					b. Department, Agency or Establishment			c. Second Level Review		d. First Level Review		
EXECUTIVE ASSISTANT (GEN. OA)					GS			0301		09		
e. Recommended by Supervisor or Initiating Office					Signature of Employee (optional)			Date		24 APR 98		
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)					c. Third Subdivision OFFICE OF THE COMMANDER (C)							
a. First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)					d. Fourth Subdivision							
b. Second Subdivision SIMULATION, TRAINING, & INSTRUMENTATION CMD					e. Fifth Subdivision							
Employee Review—This is an accurate statement of the major duties and responsibilities of my position.					Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
a. Typed Name and Title of Immediate Supervisor JOHN P. GEIS, BG, U.S. ARMY, COMMANDING					Signature							
Signature					Date							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position PCS FOR SEC SERIES, GS-318; PCS FOR OFFICE AUTOMATION, GS-326; PCS FOR MISC ADMIN & PROGRAM SERIES, GS-301; OPM ADMIN ANAL GEG.							
Typed Name and Title of Official Taking Action JAMES B. GODWIN, CHIEF OF STAFF					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature					Date							
23. Position Review					INITIALS		DATE		INITIALS		DATE	
a. Employee (optional)												
b. Supervisor												
c. Classifier												
24. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL.												

BUS: 8888

25. Description of Major Duties and Responsibilities (See Attached)

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Previous Edition Usable

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OF 8 (Rev. 1-85)

U.S. Office of Personnel Management

INTRODUCTION

This position is located in the Office of the Commander, Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers.

MAJOR DUTIES

Serves as trusted confidant and personal assistant to the Commanding General, U.S. Army Simulation, Training and Instrumentation Command (STRICOM). Exercises a management sense of what needs to be done and when to do it.

1. Receives telephone calls and personal callers to the Commanding General. Determines nature of call or business of visitors. Decides whether the importance of the business, rank or position of visitor is such to require the personal attention of the Commanding General (CG) or if the caller should be referred to the appropriate office concerned with the subject. Refers to the Commanding General calls such as those from community leaders, congressional representatives and key personnel. Refers to appropriate office actions of a problem nature or those requiring a technically qualified response. When calls involve matters on which the CG will require background information, tactfully postpones conversation, obtains required information and presents it to the CG when informing him of impending call.

- Controls the Commanding General's activities schedule and prepares a daily schedule for his reference. Establishes priorities; sets up, reschedules or refuses appointments; accepts or declines invitations to meetings or speaking engagements and arranges for representation of a subordinate official that is desirable. Assures that

appointments personally made by the Commanding General are integrated into calendar of activities.

- Maintains an awareness of sensitive matters including those relating to the reputation of subordinates within the command, as well as privileged information pertaining to proposed policies, actions, and decisions being formulated. Assures that working papers, other written records, conferences and private discussions on these sensitive and privileged matters are not revealed to unauthorized personnel.

- Arranges a variety of meetings and conferences for the Commanding General. Contacts Directorates or Project Managers for inputs on topics to be discussed by the Commanding General. Coordinates and arranges for a mutually satisfactory time and notifies the other attendees of the impending meeting. Arranges meetings in the CG's office relating to command programs. Notifies the Directors of time and topic to be discussed. As required, prepares Memorandum for Record (MFR) of the meetings in conjunction with the CG.

- Receives and reads business mail personally addressed to the Commanding General. Refers to the CG those of importance or interest, such as congressional inquiries, requests from civic organizations, legal matters, etc. When correspondence requires a technical response, makes a copy for suspense and forwards original to concerned office. Retains for personal handling matters requiring letters of acknowledgement, requests for action or information which would normally receive the CG's attention or made known to responsible staff personnel who can satisfy request. Monitors resulting activities for the purpose of briefing the CG.

- Recognizes the need for, composes and prepares for signature of the Commanding General letters of acknowledgement, commendation, notification, condolence, etc.

- Reviews correspondence and documents prepared for signature of the Commanding General for conformance to regulations, grammar, format, and special policies of the command. Returns such communications to the originator for correction when not in compliance with known policies or correspondence regulations.

- Establishes and maintains a current locator world-wide reference system of all military civilian personnel essential to the operation of the command for immediate contact of the Commanding General (i.e., presidents of large firms, foreign military, Army Commanders, Government committees, Congressional members, etc.).

- Establishes and maintains convenience files for the Commanding General based on his policies and a knowledge of the program for ready reference in anticipation of his needs concerning messages, personal files, speeches, etc.

- Makes arrangements for travel. Arranges schedule of visits, makes transportation and accommodation reservations, notifies organization and officials to be visited, arranges clearances, arranges for passport, keeps in touch with CG en route, writes thank you letters, prepares travel voucher and submits reports.

- ~~- Takes and transcribes stenographic notes relating to conferences, correspondence, speeches, reports, telephone conversations, messages, etc. Types from notes, rough drafts, or recordings into final form assuring that the text is accurate in meaning, grammatically correct, properly punctuates and compiles with prescribed format.~~

65%

2. Serves as the Commander's action officer to ensure the Command's supervisors comply with instructions by submitting reports and actions and on time. Receives requests from other organizations within the agency for information concerning programs under the Commander's control. From available background data, assembles requested information or follows up to see that subordinates in the Command submit required answers within the specified time.

- Studies the need for, and establishes routine and special procedures, and Standing Operating Procedures (SOPs) for administrative actions. Monitors the Command's clerical staff needs and resolves any conflicts in administrative policy or matters of controversy. Responsible for advising and guiding the clerical activities of the Command on administrative matters. This is accomplished by written instructions, training classes,

AMENDMENT TO POSITION DESCRIPTION FOR EXECUTIVE ASSISTANT (STENO/OA), GS-0301-09, No. NL10938

ADDITIONAL DUTY IN PARAGRAPH 2 (35%)

Serves as office manager by providing general administrative direction to other support positions within the Command Office (which includes support positions for the Deputy Commander, the Chief of Staff, and the Principal Deputy for Acquisition. Duties involve direction and development of administrative procedures to ensure efficient office management by eliminating duplication of effort in such areas as filing, record keeping, etc., and assure coordination among support staff to assure consistency throughout the Command Group. Assures that all desks are covered in the absence of other workers within area of responsibility. Plans for and schedules training, recommends approval/disapproval of leave and may approve short-term emergency leave. May distribute work among administrative staff during periods of peak workload. Resolves minor administrative problems.

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reference material and supplies. Instructions cover job techniques, timeliness, and quality.

35%

Performs other duties as assigned.

Factor 1. Knowledge Required - FL 1-6 - 950 Points

Knowledge Type IV

- Knowledge of the substantive programs of the Command as they relate to the Command's clerical and administrative functions, organizational structures within the Command and of higher headquarters; and community affairs to recognize the goals, priorities, policies, and commitments of the Commanding General.

- A basic foundation of administrative concepts and practices sufficient to enable the incumbent to recommend administrative policies, devise and install procedures and office practices affecting subordinate organizations and foresee administrative problems and requirements.

- Knowledge of the Commanding General's views sufficient to enable the incumbent to perform duties such as developing material for the CG's use in public speaking engagements.

- Knowledge of the substantive programs of the Command as they relate to the Command's clerical and administrative functions.

- Skill in advising and instructing secretaries of subordinate organizations concerning such matters as directives, reports, correspondence and telephone procedures.

~~Skill in taking and transcribing dictation. A qualified stenographer is required.~~

- Knowledge of several types of office automation software packages, practices, and procedures, and ability to apply these knowledge's and skills in processing and producing a wide range of documents and other materials in support of the office mission. Skill to operate an electronics typewriter, word processor, and/or personal computer, using a standard typewriter style keyboard with additional functional keys to produce work accurately and efficiently.

Skill in operating related equipment such as printers and modems. A qualified typist is required.

- Knowledge of grammar, spelling, punctuation and required formats.

Work Situation C:

The Command includes 526 employees in four Project Manager (PM) Shops, four Directorates, and the Command Analysis Planning Office (CAPO). The Directorates and Project Manager Shops are subdivided into two to seven divisions which in turn are further subdivided. The Command directs the work of STRICOM through approximately 43 subordinate supervisors, and formal policies, procedures and reporting requirements are necessary. There is a complex system of internal procedures and many extensive reporting systems. The Command is an organization that is the leading provider for warfighting experimentation, testing, training and related future operational battlespace needs. Because of the high visibility and the nature of the work as it relates to high dollar research, development and acquisition, the Commander and his assistant must respond to continuously evolving requirements and situations. They are frequently visited by foreign dignitaries and military, Congressional representatives, high level academia, officials from other agencies, Federal, State, national, regional or local officials, business executives and presidents of large firms that show considerable interest in the Command's programs.

Factor 2. Supervisory Controls - FL 2-4 - 450 Points

The Commander establishes the overall objectives of the work based on the priorities and needs of the Command. The incumbent is frequently required to handle office emergencies and to resolve situations requiring initiative in determining methods to use and approach to be taken based on established objectives. The Commanding General reviews the work only for its general effectiveness.

Factor 3. Guidelines - FL 3-3 - 275 Points

Guides include the policies, priorities, and commitments of the CG, the administrative policies and procedures of the Command; and standard office practices. Many situations

are not covered by the guidelines, and the guidelines therefore require interpretation and adaptation.

Factor 4. Complexity - FL 4-3 - 150 Points

The work includes various duties requiring different and unrelated processes and methods. Decisions concerning what needs to be done, and how it should be done, are based on an understanding of the interrelationships between the organizations, people and issues involved.

Factor 5. Scope and Effect - FL 5-2 - 75 Points

The incumbent's work affects the accuracy and reliability of the administrative work of all the organizations within the Command.

Factor 6. Personal Contacts - FL 6-3 - 60 Points

Contacts are with congressional staff, Federal, State and local officials of other agencies, foreign military and high level academia in a moderately unstructured setting.

Factor 7. Purpose of Contacts - FL 7-2 - 50 Points

The incumbent plans and coordinates the work of the office, resolving problems through such duties as ensuring the smooth flow of correspondence, arranging conferences, and following up to ensure that required actions are complete.

Factor 8. Physical Demands - FL 8-1 - 5 Points

The work is sedentary.

Factor 9. Work Environment - FL 9-1 - 5 Points

The work is performed in an office environment.

TOTAL POINTS - 2020

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NK 10938

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."